



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

June 30, 2011

Memorandum

To: Holders of State Personnel Manual

From: Linda D. Coleman

Subject: State Personnel Manual Changes - Revision No. 1

This memorandum transmits new or revised pages for the State Personnel Manual. The changes are summarized as follows:

Remove Pages	Insert Pages	Policy Title and Explanation of Change	Effective Date
3-1 – 3-5	Same	Types of Appointments Clarifies that periods of extended leave with and without pay do not count towards the probationary period. Extended leave is defined by policy as being on leave for more than one-half the workdays and holidays in the month or pay period.	7-1-11
3-32 – 3-36	Same	Probationary/Trainee/Permanent Appointment Clarifies that periods of extended leave with and without pay do not count towards the probationary period. Extended leave is defined by policy as being on leave for more than one-half the workdays and holidays in the month or pay period.	7-1-11

8-8 – 8-14	8-8 – 8-14.1	<p>State Employees Workplace Requirements Program for Safety & Health</p> <p>General editorial changes to text, grammatical structure and/or nomenclature used.</p> <p>In addition:</p> <ul style="list-style-type: none"> • OSP encourages Legislative and Judicial Branch and UNC system to establish and maintain safety & health programs. • Requires OSP to develop and maintain Workplace Requirements Manual for Safety and Health for use by agencies. • Added the State Safety and Health Steering Committee responsibilities including the submission of an annual report to the State Personnel Director. • Requires consultation with the Steering Committee on changes to the NC Administrative Code related to workplace safety and health prior to State Personnel Commission review and approval. • Requires OSP evaluation of agency policies to ensure compliance with minimum standards. • Requires each agency to have a designated safety and health director or safety and health officer. Agency must notify OSP of any changes in leadership or in the agency's safety and health program. 	<p>7-1-2011</p> <p>HTML</p>
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